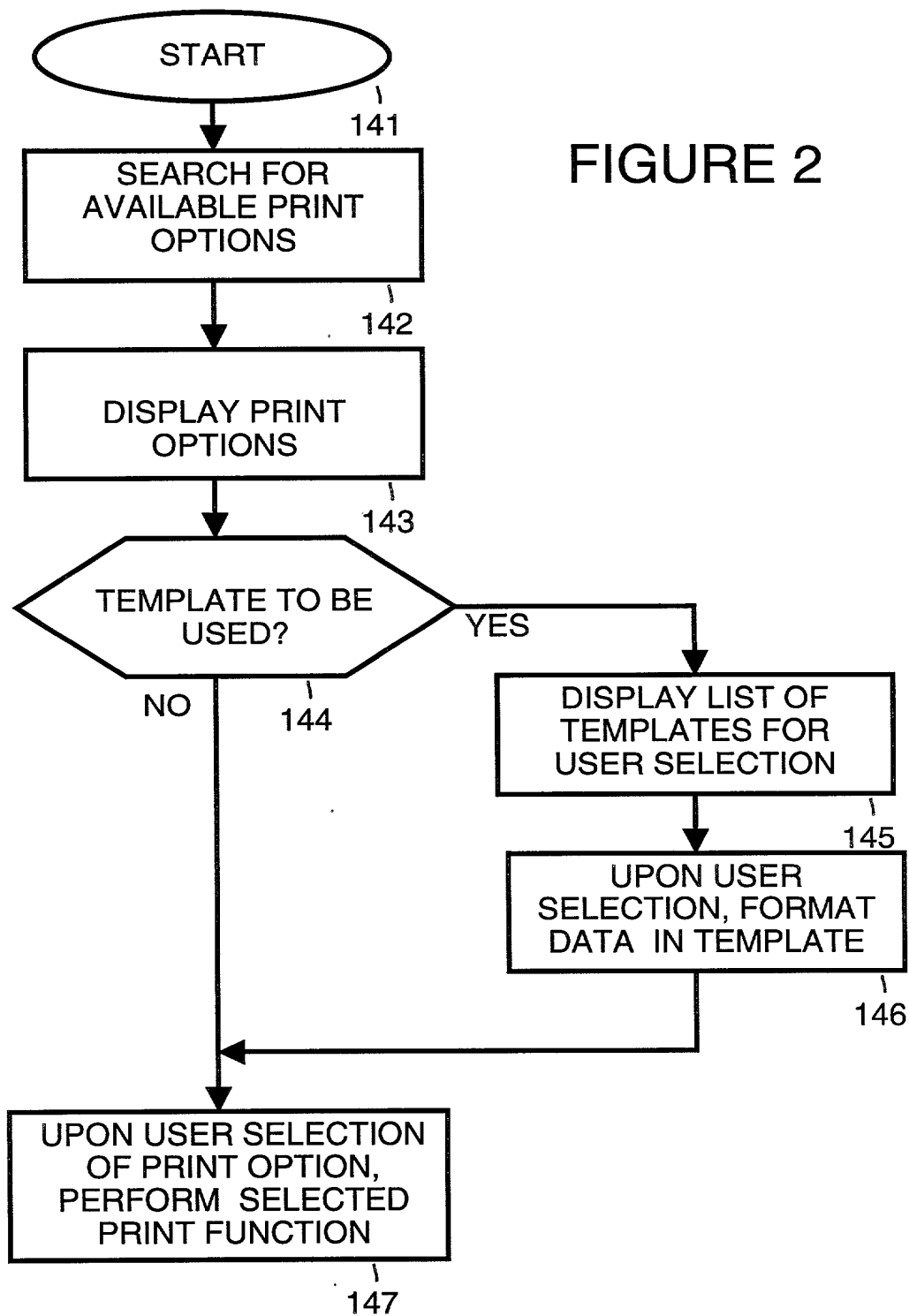


FIGURE 1



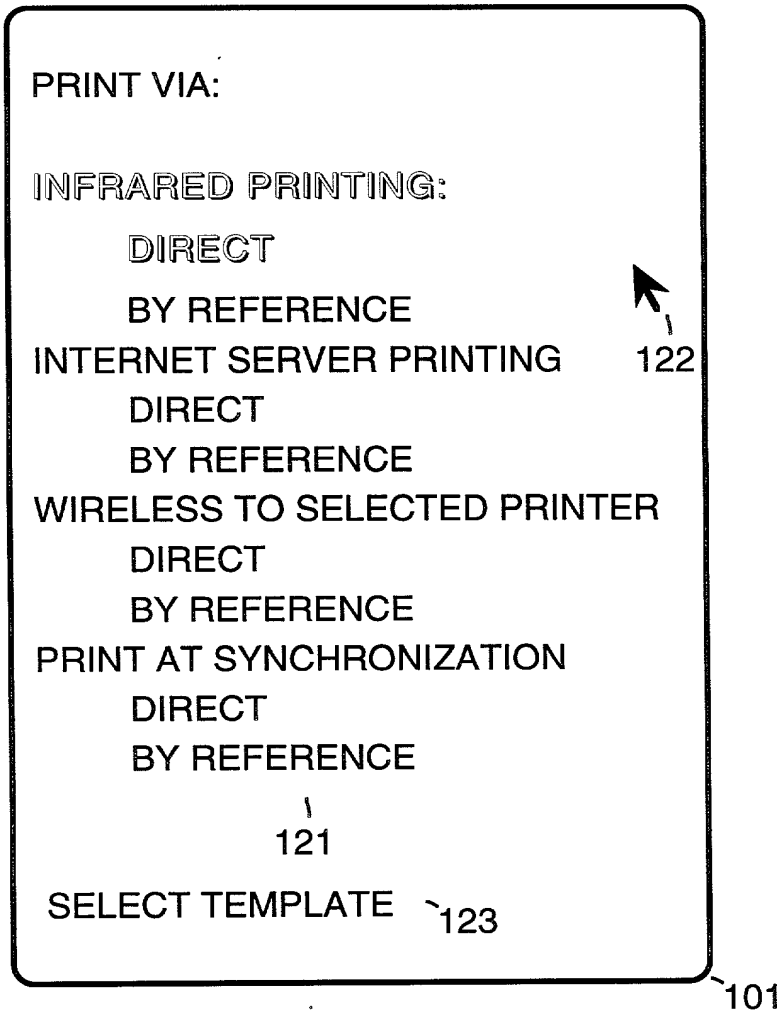


FIGURE 3

TEMPLATES:

APPOINTMENT LIST

BUSINESS CARD

BUSINESS LETTER--FORMAL 122

BUSINESS LETTER-- INFORMAL

CALENDAR--MONTHLY

CALENDAR--WEEKLY

CONTACT LIST

E-MAIL

ENVELOPE--BUSINESS

ENVELOPE--PERSONAL

EXPENSE LIST

SPREADSHEET

THANK-YOU NOTE

TO DO LIST

131

101

FIGURE 4

09917016-072601

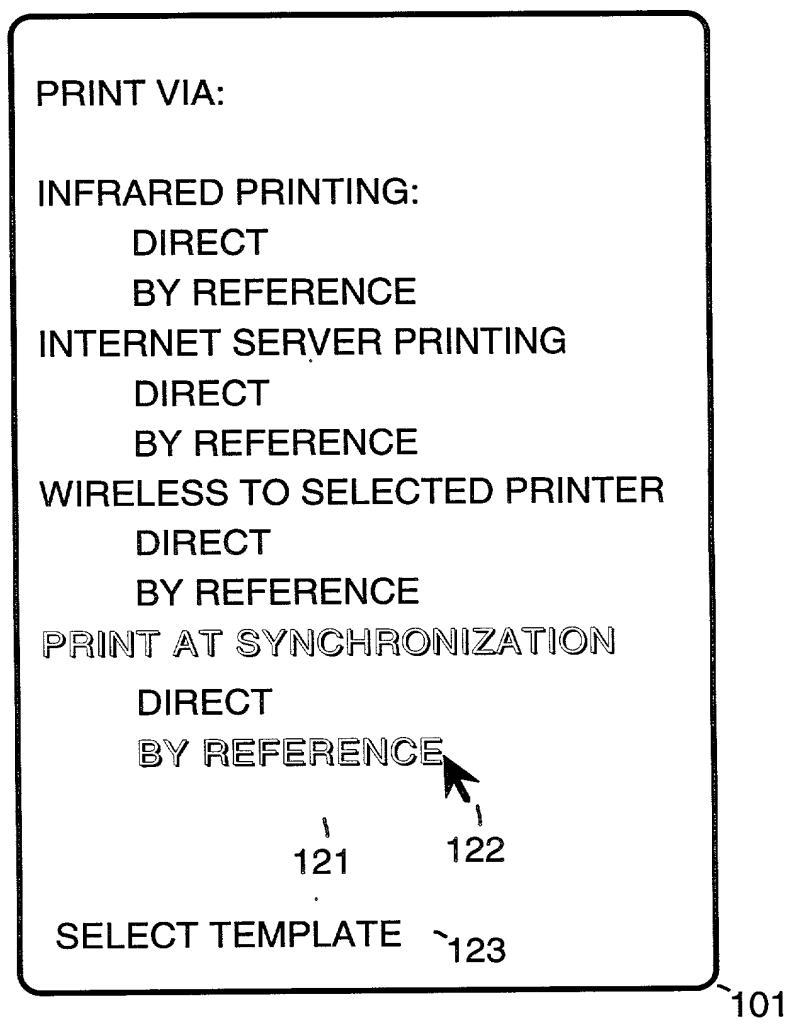


FIGURE 5